



# MUNA ADHIKARI

Accountant



## SKILLS

• Microsoft Word

• Communication

• Team Player

• Microsoft Excle

• accounting

• Billing



## CONTACT ME

☎ 9844442657

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📍 Lokanthali, Bhaktapur



## SUMMARY

I am Positive, Motivated and Hardworking Person Who is Keen To Learn and Contribute. I am Fast Learner and very enthusiastic about Company and the job.



## WORK EXPERIENCE

### BILLING CLERK

August, 2018 -  
March, 2023

#### Thompson Nepal Pvt. Ltd. , Darbarmarg, Kathmandu

Maintain Media Register  
Cost Entry  
Bank Reconciliation  
Cash Reconciliation  
Billing invoice  
Communicate with vendor

### ACCOUNTANT

January, 2017 -  
July, 2018

#### Sasha Mart , Saraswati marg, Koteswor

Billing invoice  
Data entry  
Bank reconciliation  
Inventory controller

### RECEPTIONIST

January, 2017 -  
July, 2018

#### Kamana Institute , Koteswor, Kathmandu

Communicate with people  
Fee collection and billing

### INTERNSHIP

August, 2015 -  
March, 2016

#### Milijuli Finance , Sindhuli

General ledger  
Book keeping  
Journal entry

**COMMUNITY  
WORKER**

October, 2012 -  
October, 2014

**Sindhuli integrated Development Service , Sindhuli**

Filed Management  
Monitoring of the Field Activities Project Management  
Report Writing and Submission

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**TRAINING/CERTIFICATIONS**

**SPECIAL OFFICE  
PACKAGE WITH  
TALLY**  
2018

**Kamana Institute**

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**ACADEMY**

**SLC**  
October, 2010

**Shree chandrawati H.S.S , Sindhuli**

**+2**  
March, 2016

**Bhawani H.S.S , Sindhuli**

**BACHELOR'S  
DEGREE -  
BUSINESS  
STUDIES**  
August, 2019

**Tinpatan Multiple campus bhimasthan, sindhuli , Sindhuli**

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**LANGUAGE**

- Hindi
- English
- Nepali